4.13. Repacking items

Creating a new repack

The command ** Items > New repack** will display a window where you into smaller or larger packs and/or move all or part of a batch to anot complex version of the [split functionality](#) will allow you to handle several batches

There are 4 steps for creating a repack. The window is numbered from follow the correct steps:

1. Choose item to be repacked: [1.] type the first characters or code of the repacked, then press the // Tab// key. If only one item text or code filled in automatically, otherwise you will be shown a standard cho select the item. Alternatively double click a line to choose the item.
2. Choose a batch: [2.] double click a line to choose the batch; for rep be mixed, and a single batch must be used.
3. Quantity to be repacked: [3.] enter the quantity which is to be repacke field is automatically completed. Alternatively click the [3.] icon to bring up this
4. Details of new line(s) - i.e. the repacks: [4.] click the [4.] icon to bring up this window calling for the details of the repacks, and enter the details

Note that repacks of different sizes may be created at this stage - e.g
be repacked into 40×50 and 20×10 packs. Select the batch number and the New Location are
automatically completed, but all these fields may be edited as required

Not infrequently, because some tablets may be broken, for example, th
packed will be less than the quantity selected for re-packing at [2.]. T
stock record, an inventory stock adjustment should be performed - see
here for this.

Printing a repack

While the status of the repacking transaction is suggested (sg), check
will produce a picking slip of the number and size of packs of the orig
finalised, the same operation will give you the choice to produce a det
stock movement report (for when you're moving stock - perfect for givi
moving the stock in the warehouse because it shows what is to be mov

On clicking the OK button, a transaction is created showing the origin
the new line(s) put into stock. The total value of the transaction is alw

You cannot edit a repack transaction after you have clicked
the OK button, so get it right the first time! (Tip: You can
always re-repack an item to adjust a mistake however!)

Deleting a repack

If you click the Delete button, then the repack will be deleted. Only repacks (suggested) or nw (new) can be deleted.

Viewing repacks

Repacked items can be viewed in the normal transaction window - select Repacks from the drop down list Items > Show item stock

Note that repacks created with versions of mSupply® prior to v1.4 will transactions section of the window- you will have to enter the number

// Previous 4.13. Prices in mSupply // Next 4.14. Show items with stock

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